MCMPT v2.0

User Guide

Version: 2.0

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MPT Mobile Application User Guide

1. INTRODUCTION

The purpose of this document is to provide instructions for using the PennDOT MPT (Maintenance and Protection of Traffic) mobile application for the iPad. This guide highlights application functionality specific to the mobile application, which allows PennDOT Inspectors to capture, edit, save/sync, search, and retrieve Traffic Control Devices data, while in the field. These data will populate related PennDOT ECMS-PSA Traffic Comment Section and Work Zone Traffic Control Compliance Checklist and Notification (CS-901) PDF.

The MPT app was also developed to provide a consistent, automated, and simplified tool for PennDOT Inspectors to print, share the CS-901 with related PennDOT Construction Contractors and request their signatures/acknowledgements more easily and efficiently. So, this app will save time for data entry, review, and sharing/ notification by the PennDOT Inspectors.

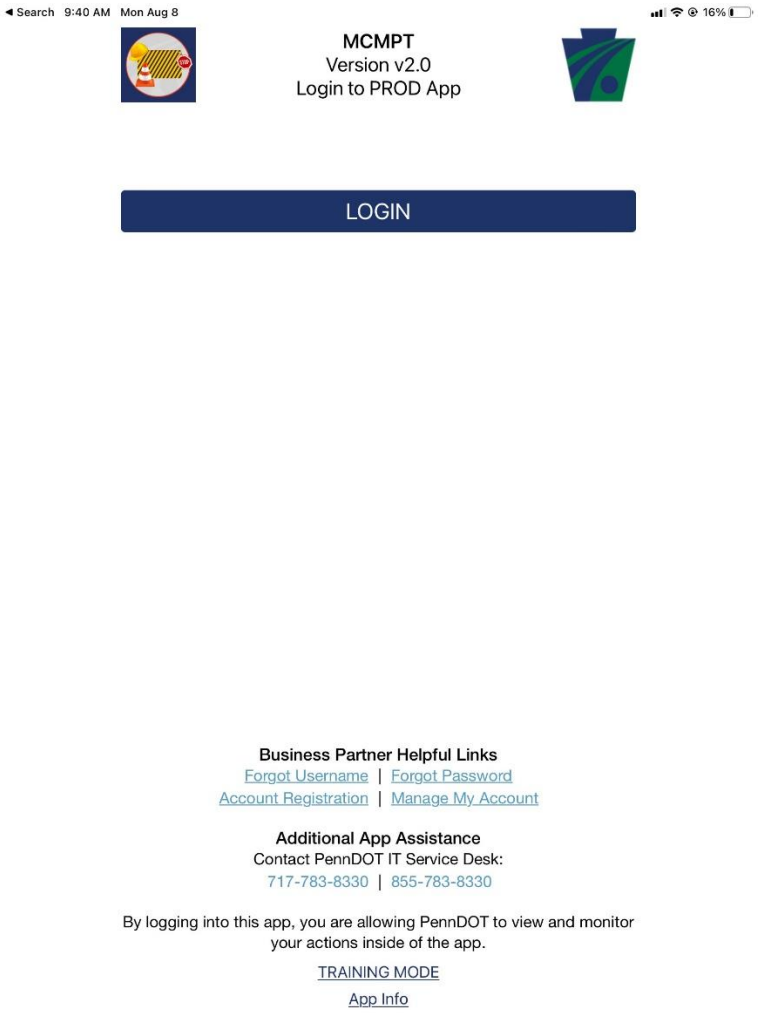
The MPT app detects whether or not the user's iPad is connected to a wireless network (via Cellular or Wi-Fi signal). Users are required to log into the application with their ECMS user identifications (IDs) and passwords.

Within the MPT mobile application, a PennDOT Inspector can capture following data for work zone traffic control compliance checklist and notification:

- Inspection time and date (AM Review and PM Review)
- Inspector (Name, a part of ECMS setup)
- (work zone construction) Phase – See Appendix
- Notification tracking
- Traffic control devices
- Work Zone Liquidated Damages Assessed (Yes/No)
- Deficiency (AM or PM)
- Correction (Date/Time)
- Comments

2. LAUNCHING THE MPT APP

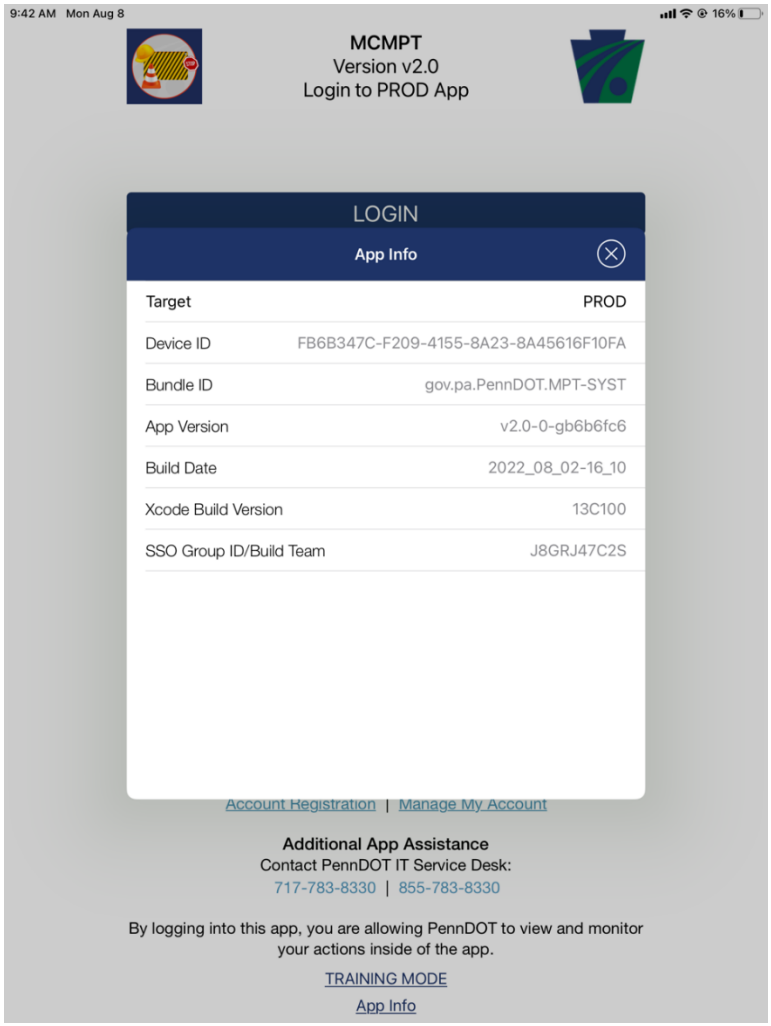
To launch the MPT app after you have installed it, tap the MPT app icon on your iPad home screen. The Login screen displays.



Tap “App Info” on the bottom right corner to see full version information for the app (see the screenshot on the next page)

3. LOG IN

To begin using the application, the PennDOT Inspector will need to log in to the application by using the assigned Cwopa/B- credentials while the device is connected to the network via cellular or Wi-Fi.



Once the application is open, the PennDOT Inspector must first log in to be able to use the MPT Application.

1. In the Log In window, tap the **User Name** field. The virtual keyboard displays.
2. Enter his or her **CWOPA User ID** or **B- User ID**.
3. Tap the **Password** field and enter his or her password.
4. Tap the **Remember Me** button to capture the saved credentials entered.
5. Tap the **Login** button to submit your credentials for authentication.

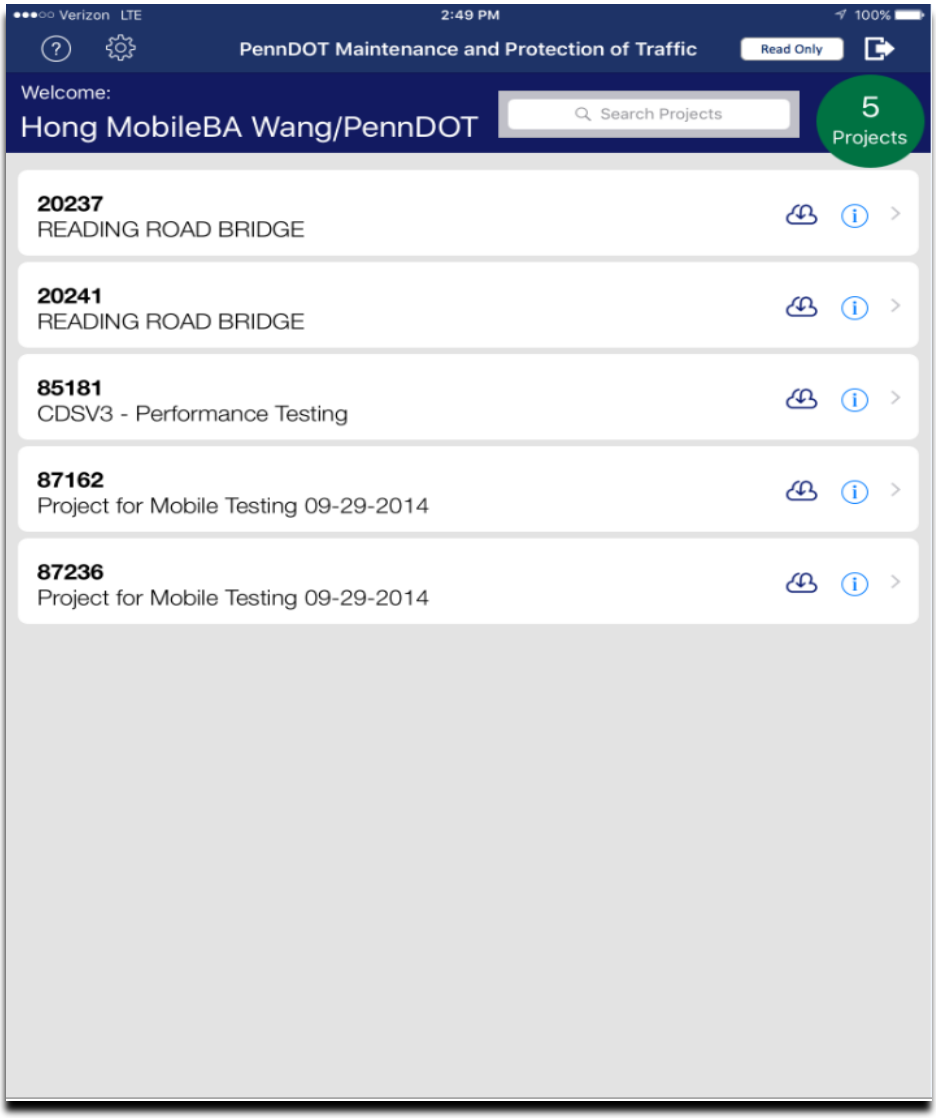
If you have forgotten your password, tap the **Forgot Password button** to view the contact information for the PennDOT IT Service Desk.

4. HOME SCREEN

Upon a successful log in, the **Home Screen** is the first screen to display.

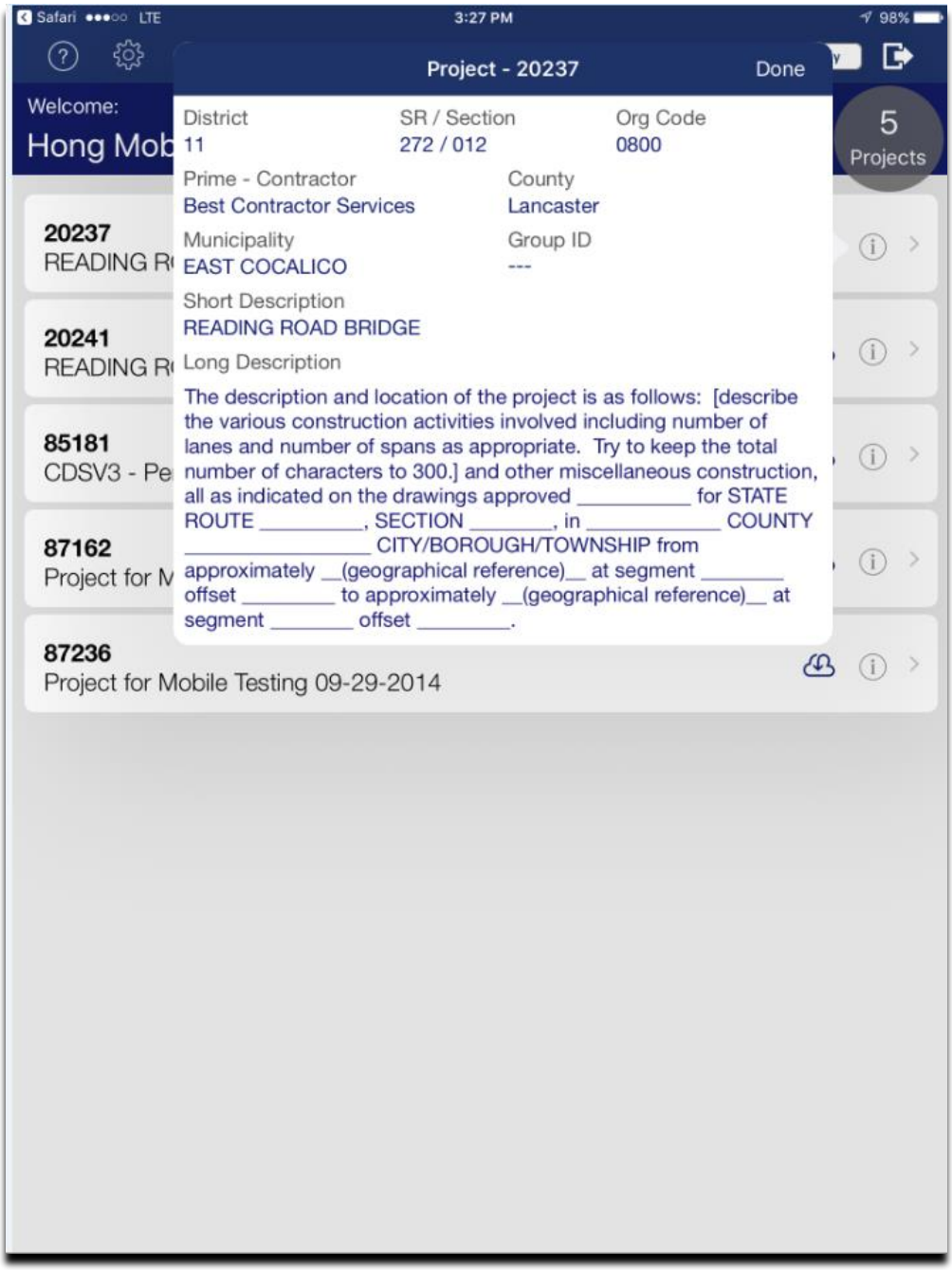
The banner across the top of the screen displays “Welcome:” with the Username. Also, a list of PennDOT projects

(including project number and project names) are listed on the screen. They are the projects, in which the user/inspector is set up and listed in the project teams within ECMS.



By tapping on the right side of the screen, the user can load the project information to the app.

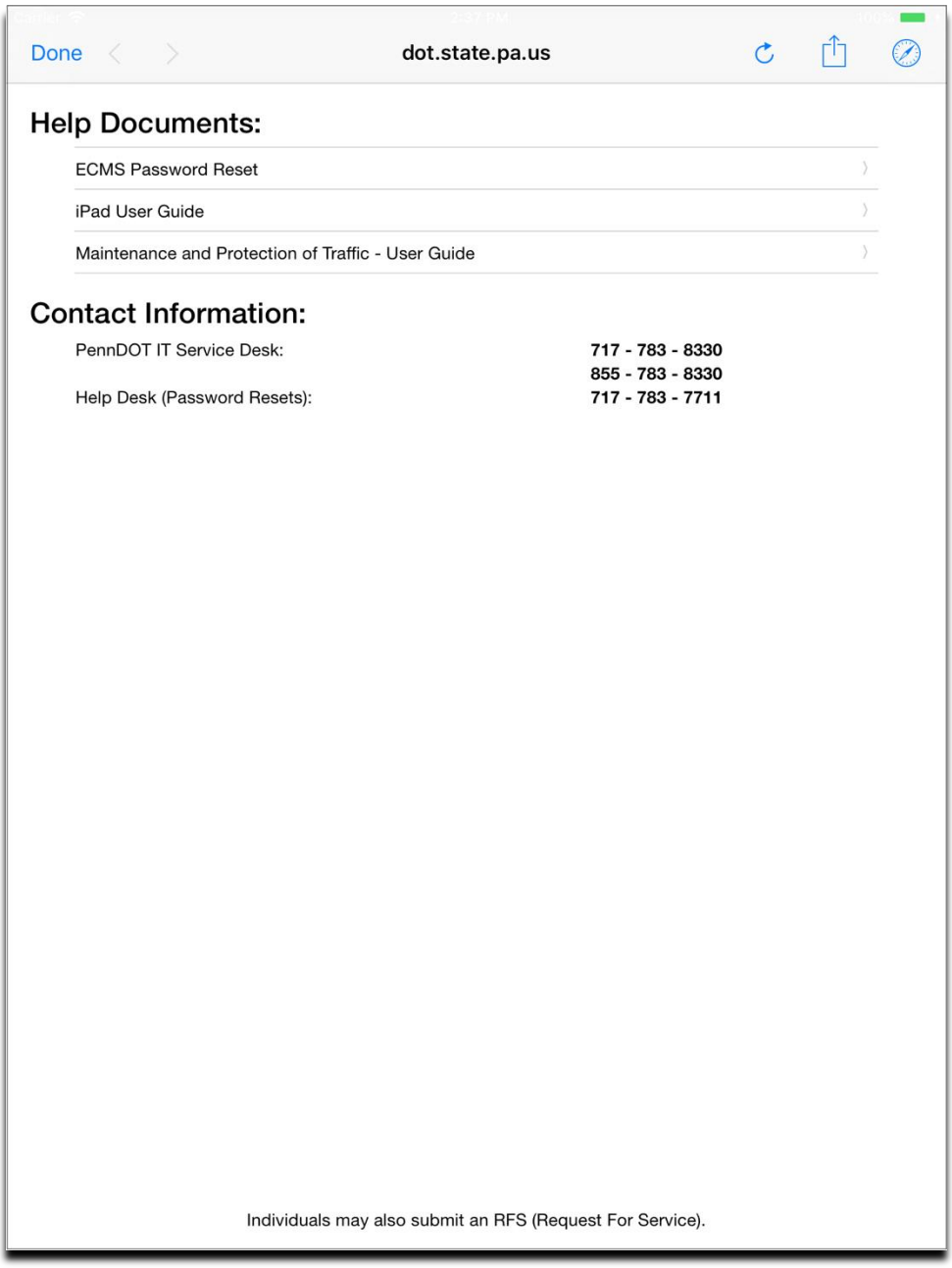
By tapping , the user can view the basic project information, which was entered in ECMS. Tap Done to go back to the **Home Screen**.



5. HELP SCREEN

PennDOT Inspectors can find helpful information from within the MPT mobile app. Tap the Help icon ( ) on the top left corner of the screen to open the Help screen. Tap ECMS Password Reset to view the help document on the iPad. Scroll through the document by dragging your finger up or down. After reviewing the document, tap the **<** to go back to the Help screen. Tap the **Done** button to go back to the Home Screen.

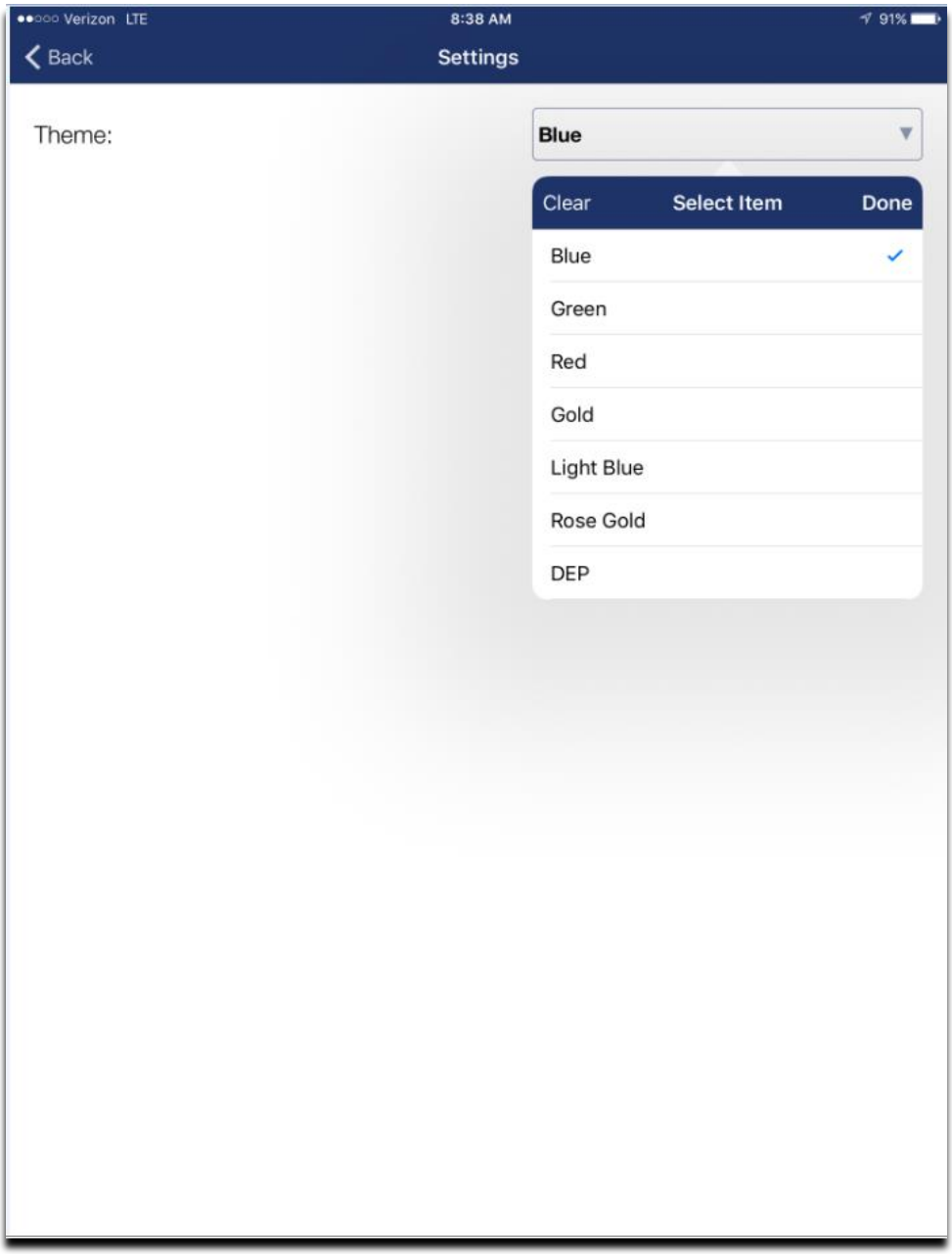
Also, on the Help screen, the user can view contact information for the PennDOT IT Service Desk.



By tapping on the top right corner of the screen, user can open the Help screen in Safari so that the user can utilize the built-in functions within Safari.

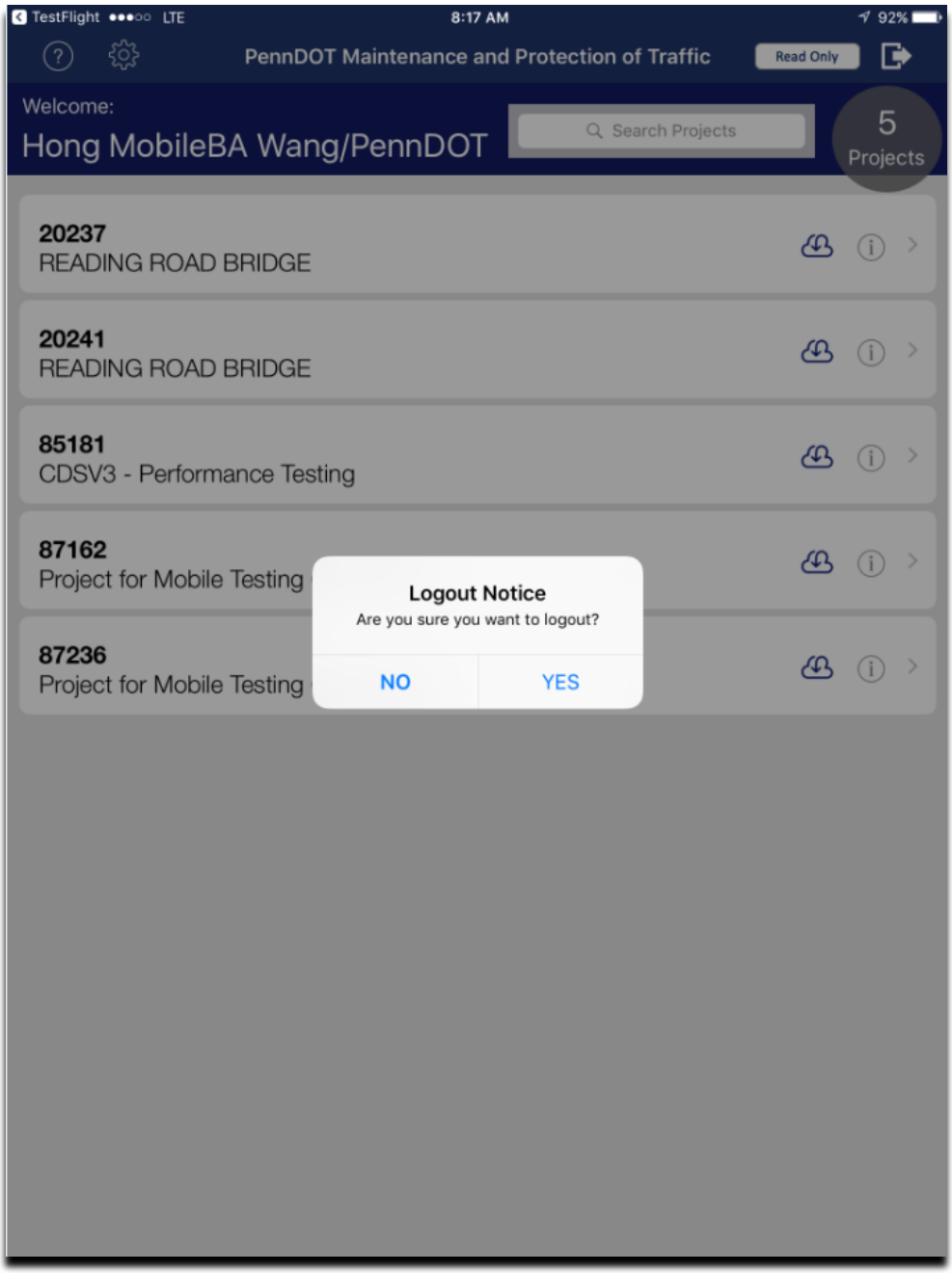
6. SETTINGS

A variety of predetermined theme colors are available within the Settings screen. Tap the Settings icon ( ) on the top left of the Home screen to open the Settings screen. Tap the down arrow in the Theme field to present and select the color of your choice.



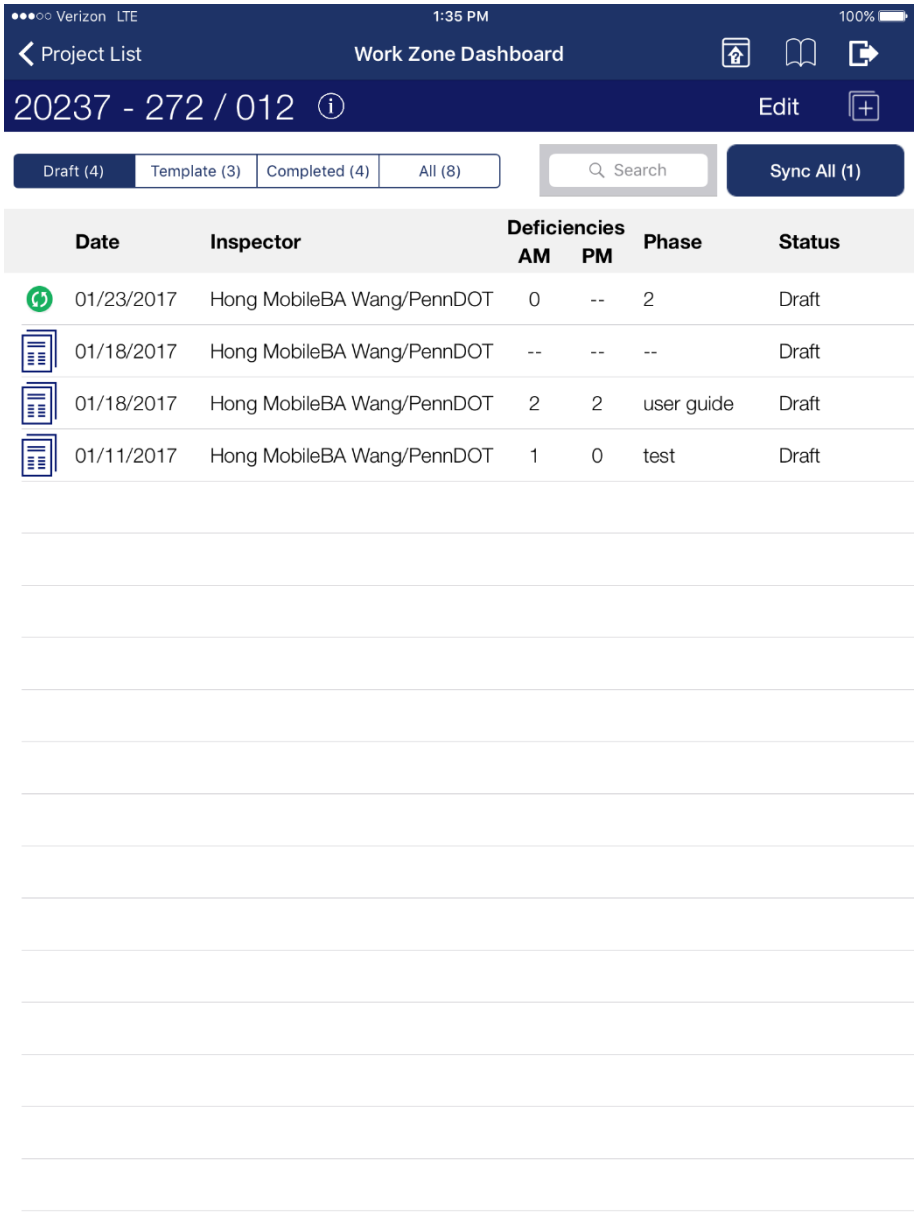
7. LOG OUT

To log out of the MPT app, tap the **Log Out button** in the upper right hand corner of the MPT screens. On the pop up that is displayed, tap **YES** to be logged out of the app or "Cancel" to dismiss the action.

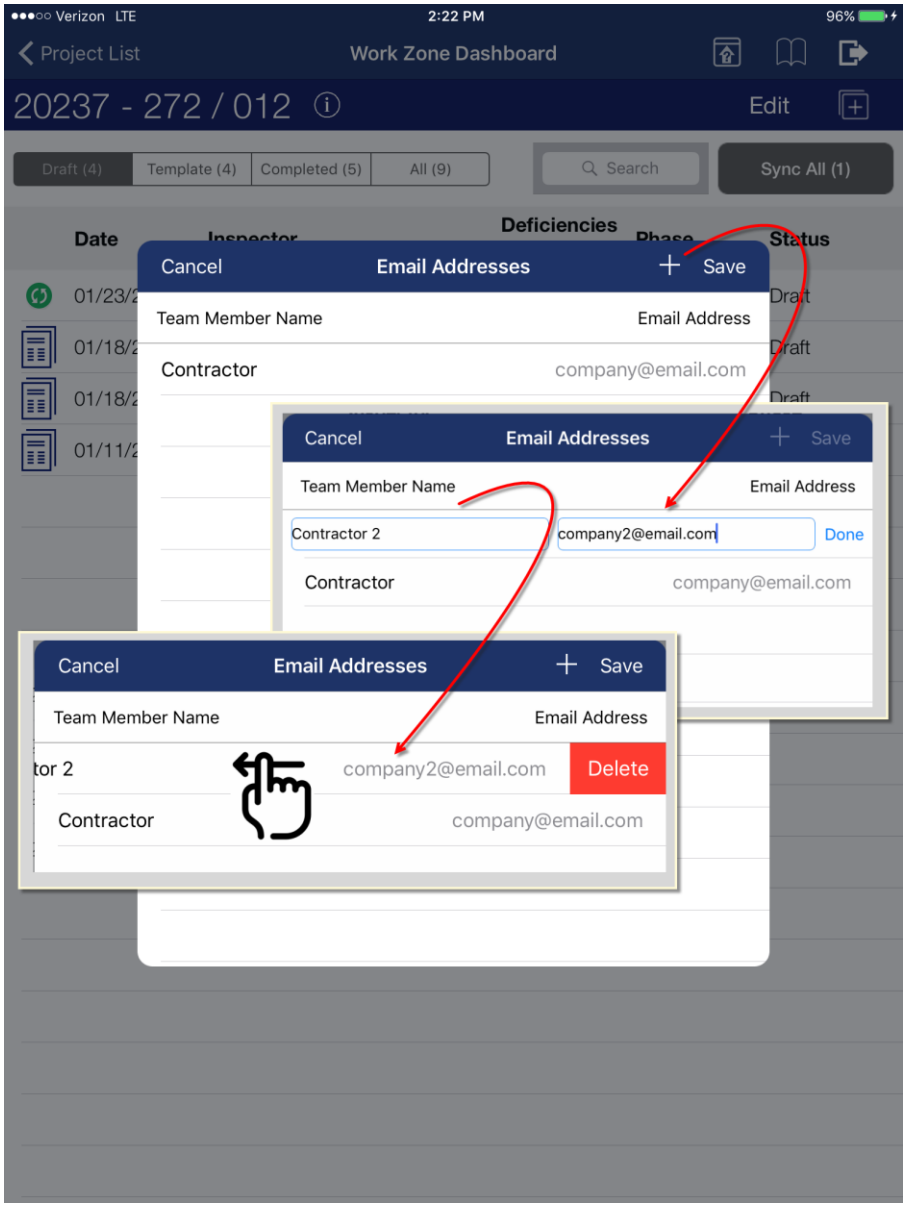


8. WORK ZONE DASHBOARD SCREEN

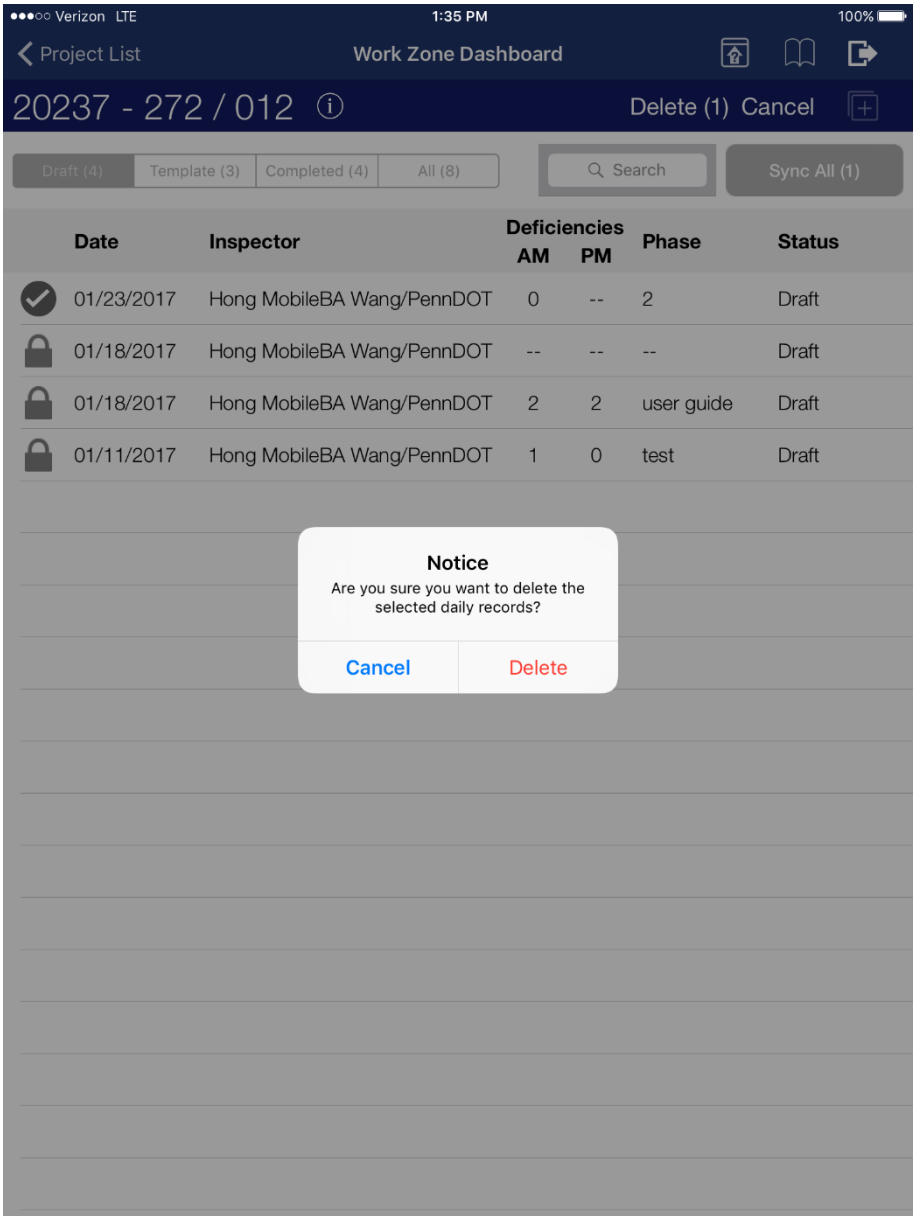
Tap on one of the **assigned project** to open the **Work Zone Dashboard Screen**, on which a list of Work Zone Checklists (if any) for the project is displayed. By tapping , the user can create a new Work Zone Checklists record, in **Draft** status, for the project. On the screen, the user can tap Back to go back to the **Home** Screen.



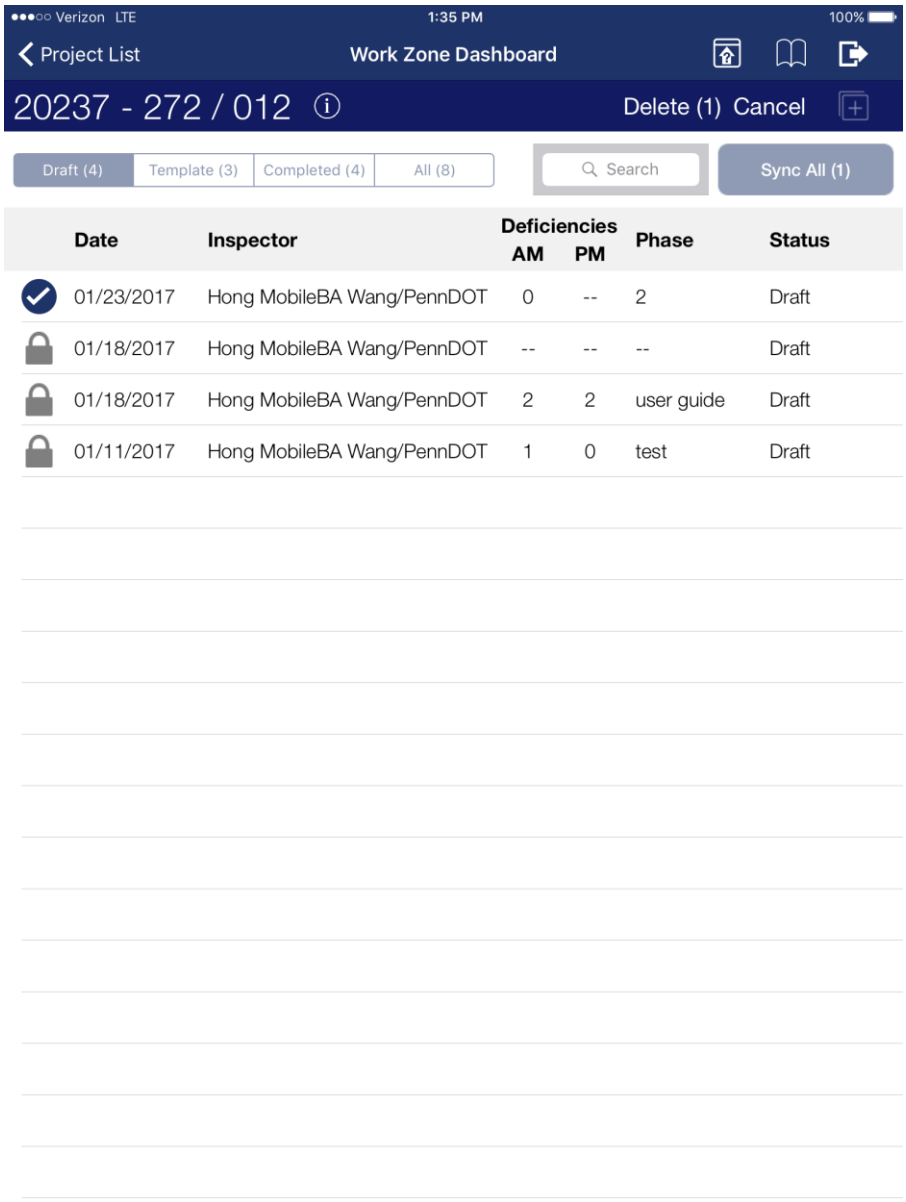
By tapping in the upper right side of the screen, the user can view the list of all contractors' emails that are saved by all users working on this project. New record can be added by tapping the button or deleted by swiping left on any record and then tapping the Delete button. User needs to tap Save button to confirm action. Please note that added or deleted records will not be finalized if user taps the Cancel button.



By tapping Edit on the top right of the screen, the user can tap the radio button in front of any un-synced Work Zone Checklist. After that, the user can tap Delete (1) to delete the selected Work Zone Checklist(s). By tapping Cancel, the user can go back to the previous screen.


Verizon LTE
1:35 PM
100%
Project List
Work Zone Dashboard
20237 - 272 / 012
Delete (1) Cancel
Draft (4)
Template (3)
Completed (4)
All (8)
Search
Sync All (1)
Date
Inspector
Deficiencies AM
Deficiencies PM
Phase
Status
01/23/2017 Hong MobileBA Wang/PennDOT 0 -- 2 Draft
01/18/2017 Hong MobileBA Wang/PennDOT -- -- -- Draft
01/18/2017 Hong MobileBA Wang/PennDOT 2 2 user guide Draft
01/11/2017 Hong MobileBA Wang/PennDOT 1 0 test Draft
Notice
Are you sure you want to delete the selected daily records?
Cancel
Delete

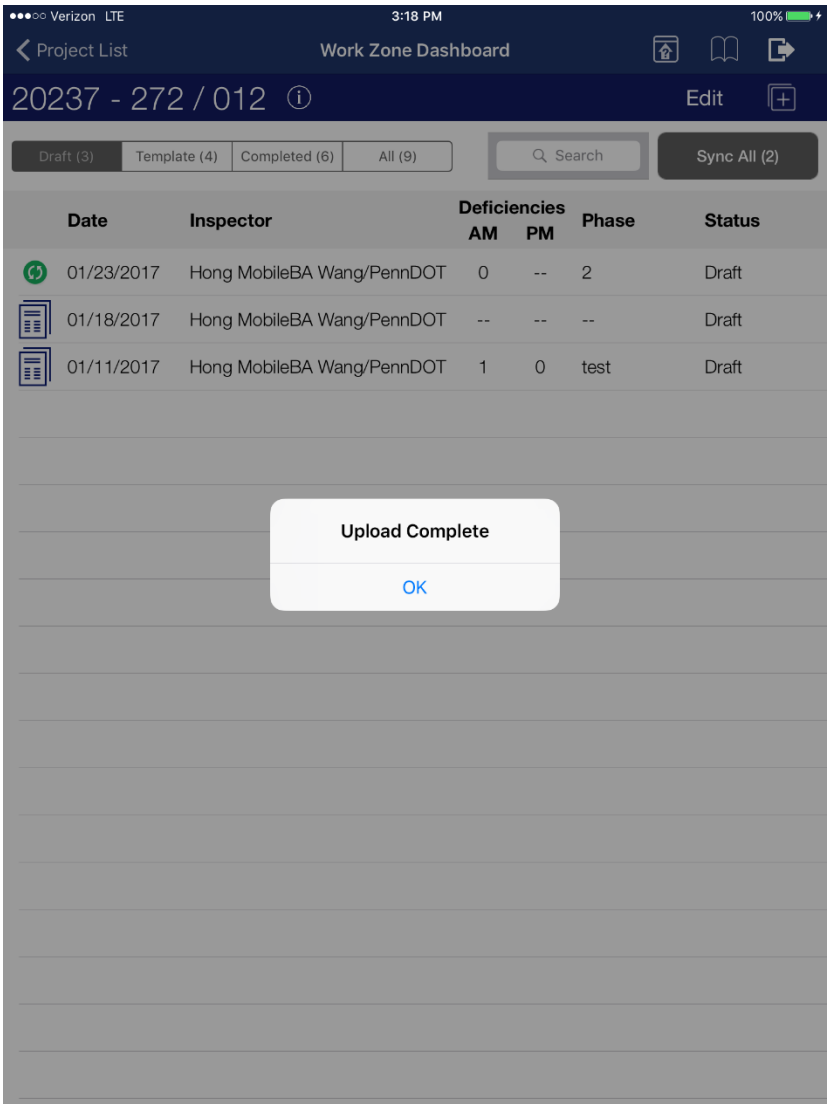
Indicates that the record has been synced/uploaded to ECMS and can't be deleted.



9. SYNC

By tapping in the front of the Date column, the user can sync/upload the select Work Zone Checklist to the MPT Web Interface.

By tapping Sync All (1) button on the top right side of the screen, the user can sync/upload all un-synced Work Zone Checklist(s) under the project to the MPT Web Interface.



Tap OK to close “Upload Complete” confirmation message. After that, the user can’t delete these Work Zone Checklist(s) from the mobile app.

Indicates that the record has been synced/uploaded to the MPT Web Interface. Thus, the previous Traffic Control Devices’ record(s) in this Work Zone Checklist can’t be deleted within this mobile app.

10. WORK ZONE CHECKLIST SCREEN

To start a new Work Zone Checklist, tap button on the Work Zone Dashboard Screen. The new Work Zone Checklist Screen is displayed.

The user has to enter/select the following information:

- AM Review – select dropdown calendar with time
- PM Review – select dropdown calendar with time

- Inspector – select from the dropdown list
- Phase – manual entry (refer to Appendix)
- WZLD will be assessed – tap Yes or No

The user has to tap + to add one or multiple Traffic Control Device(s). With a least one complete record and no partial record of Traffic Control Device(s), Collect Sign-Off button is activated.

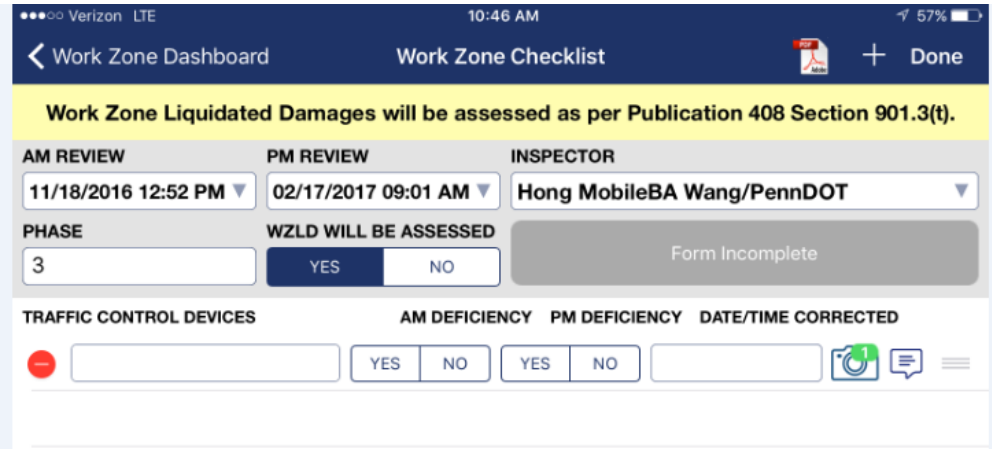
Note: **WZLD** – Work Zone Liquidated Damage

11. TRAFFIC CONTROL DEVICES SCREEN

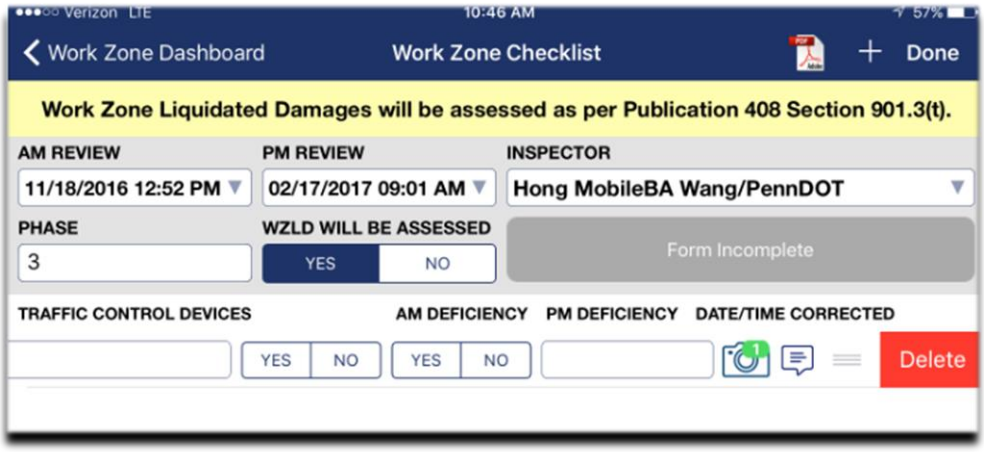
Every time the user taps + on Work Zone Checklist screen, one record of Traffic Control Device will be added on the screen. The record includes:

- Name – type the name of traffic control devices
- AM Deficiency – Yes/No selection
- PM Deficiency – Yes/No selection
- Date/Time Corrected – Dropdown calendar with time, opened and required if AM or DM Deficiency=Yes
- - attach related photo(s) with descriptions to the record
- – A comment field (<=60 characters), required if AM or DM Deficiency=Yes

By tapping Edit, the user will see ⊖ in front of the Traffic Control Devices name.



Tap ⊖, Delete button is displayed. Tap it to delete the record.

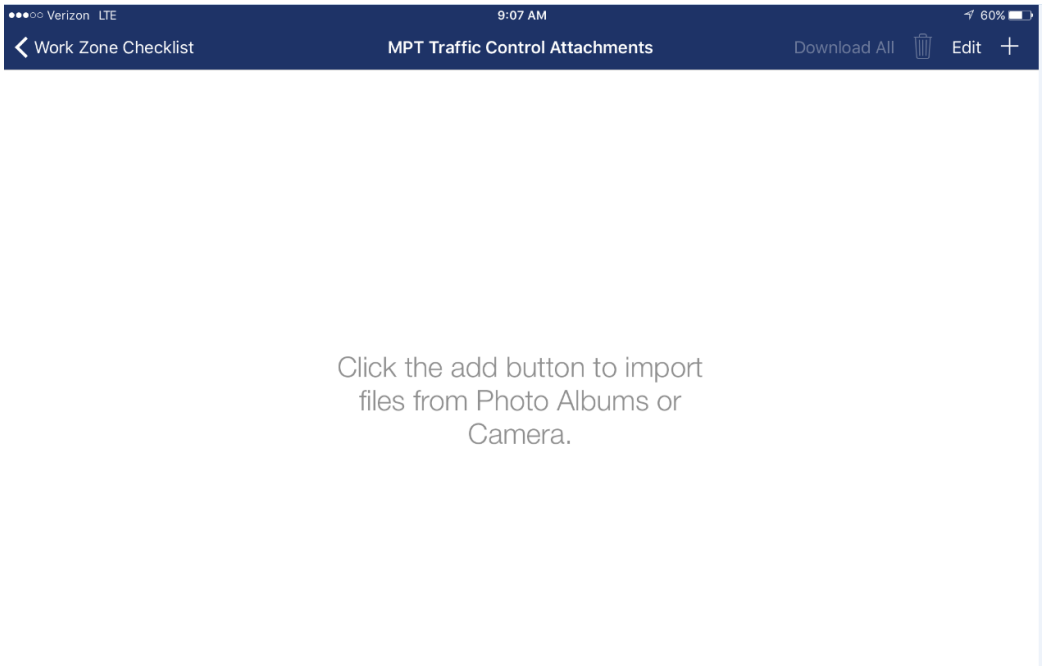


If "WZLD WILL BE ASSESSED" = Yes, the message of "Work Zone Liquidated Damage will be assessed…." is displayed on the top of the screen.

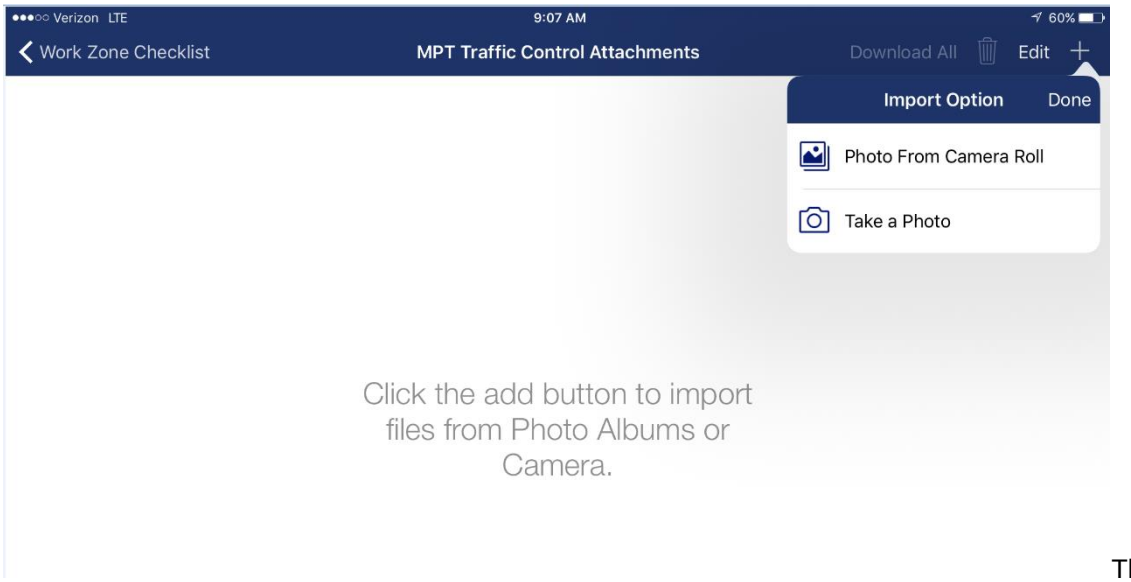
12. ATTACH PHOTO TO THE RECORD OF TRAFFIC CONTROL DEVICE

It allows the user to attach one or more pictures to the Traffic Control Devices record from the iPad camera or the Photo Albums.

Click the attachment icon, the MPT Traffic Control Attachment Screen is displayed.



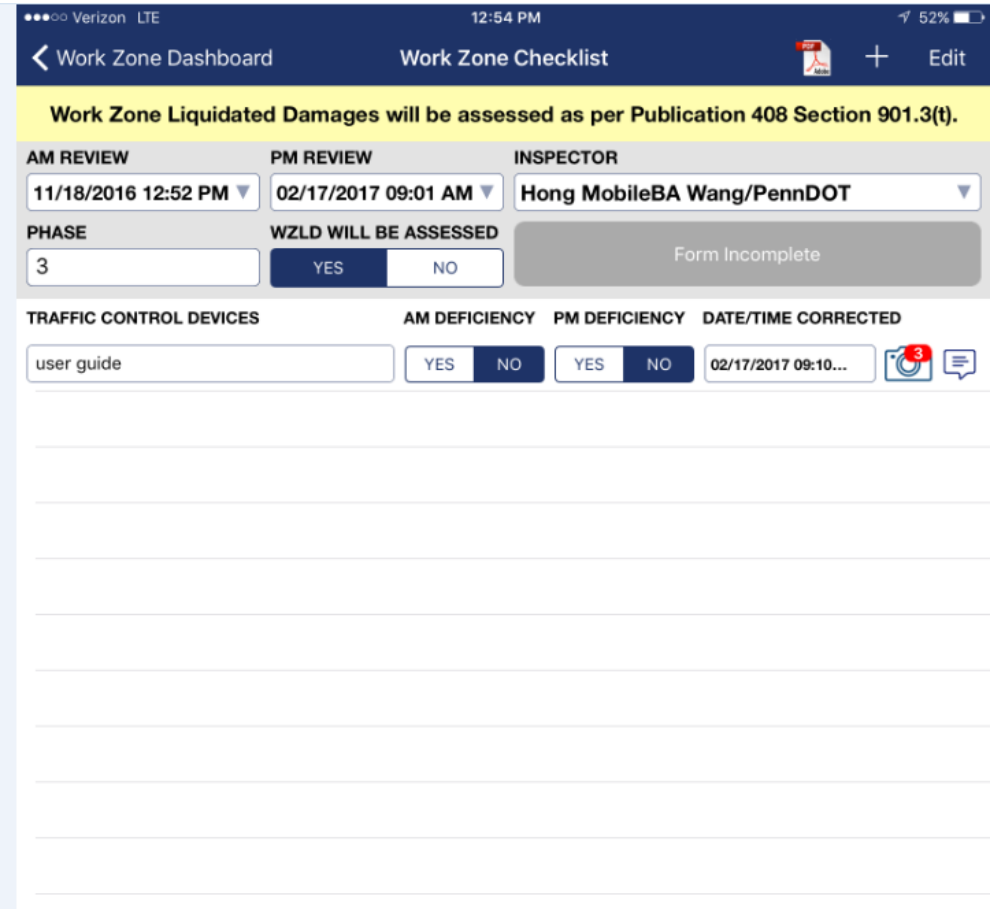
Click + sign on the top right corner to import files



The user can choose one of two Import Option

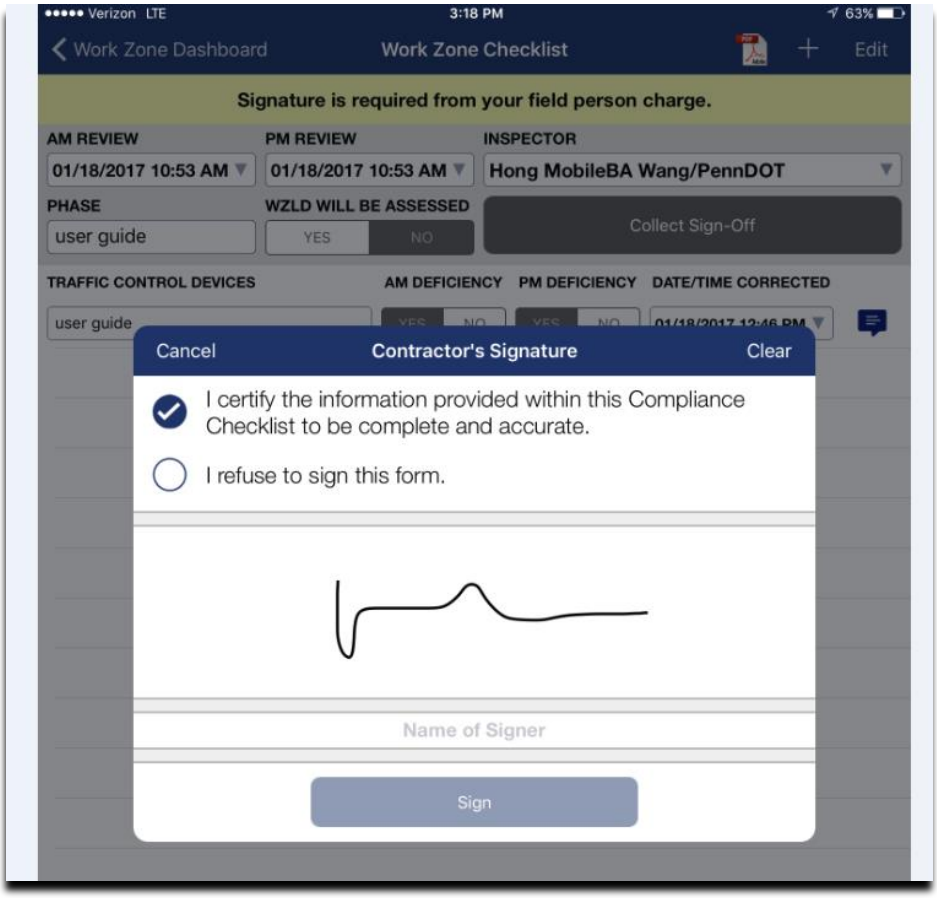
For each picture attached, its title is required. Otherwise, red number is displayed on the attachment icon as " " and Work Zone Checklist is deemed as

. After the title being entered, the red number on the attachment icon turns into green as .



13. SIGN-OFF

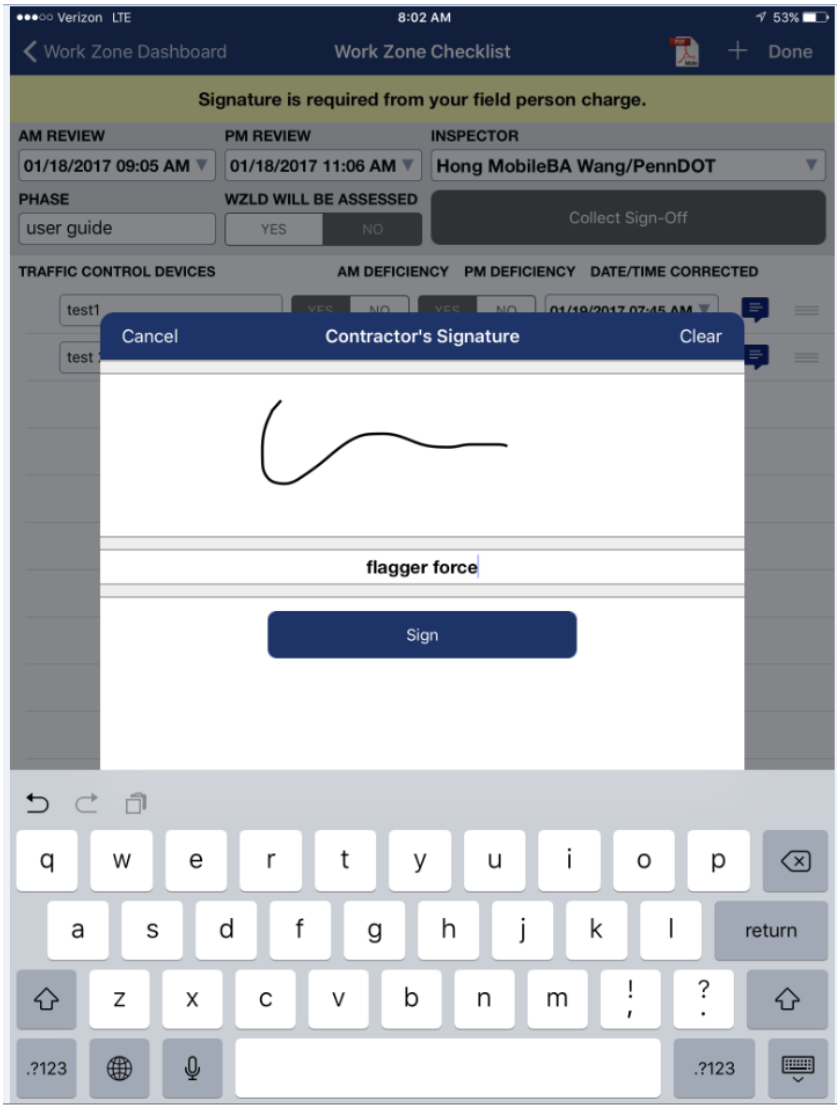
After all required field are filled and there is no incomplete Traffic Control Devices record, Form Incomplete button will turn into Collect Sign-Off. Upon tapping Collect Sign-Off button, the user will be able to see Contractor Signature screen.

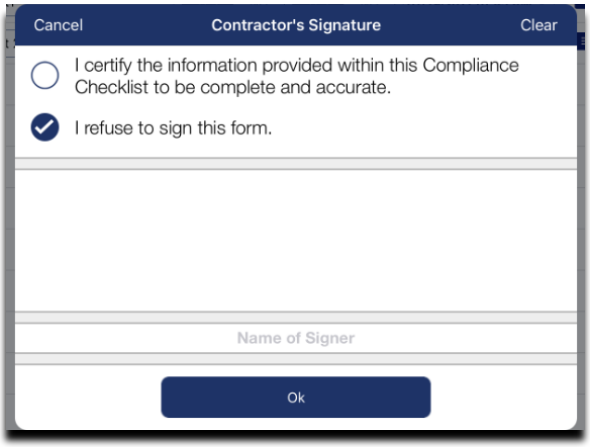


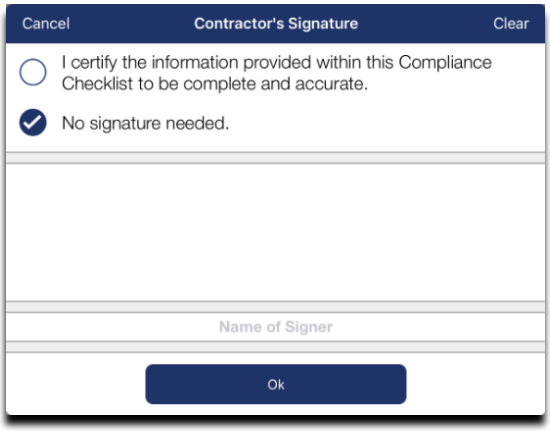
- If the user tap the 1st radio button in front of "I certify the information….", the user must tap on "**Name of Signer**" to enter the contractor name and sign above it in order to activate Sign button
  - Tap Clear to clear the radio button selection, signature, and Name of Signer
  - Tap Cancel to close the Sign-off screen

- If the user tap the 2nd radio button in front of "I refuse to sign this form." The Sign turns into Ok button

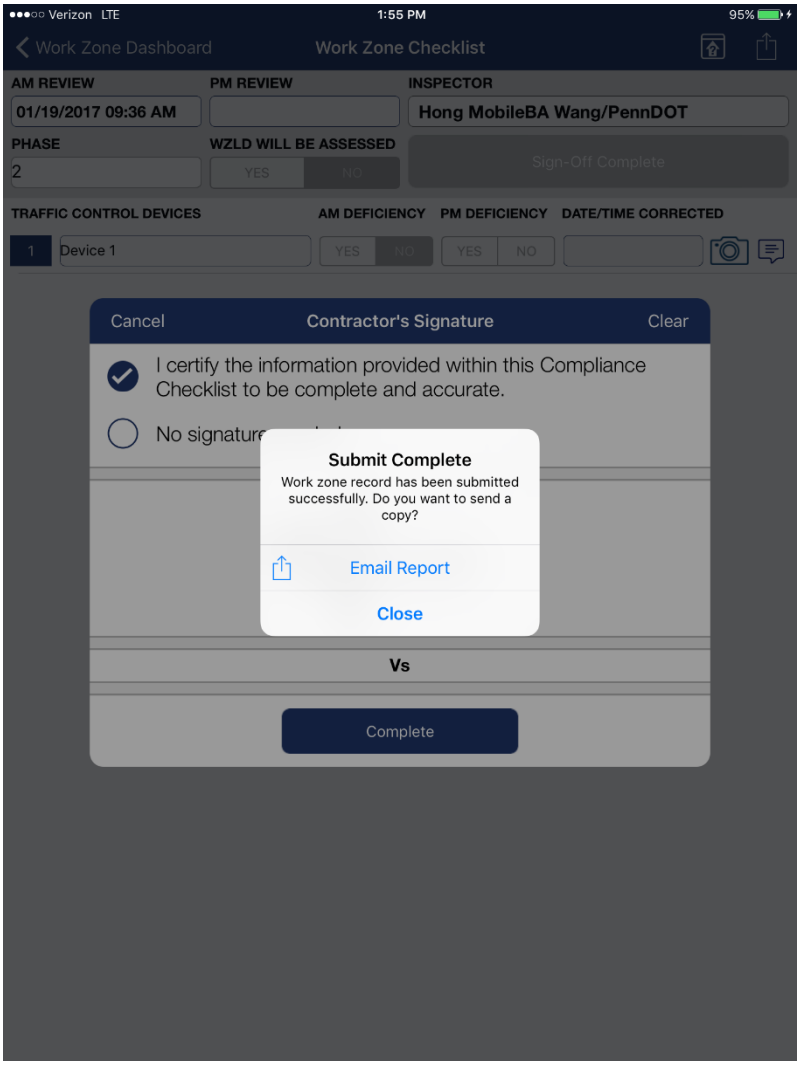
- If there is no deficiency identified (all AM/PM Deficiency=No), the wordings behind the 2nd radio button will be "No signature needed." And Ok button is also displayed.


Verizon LTE
8:02 AM
53%
Work Zone Dashboard
Work Zone Checklist
Done
Signature is required from your field person charge.
AM REVIEW
PM REVIEW
INSPECTOR
01/18/2017 09:05 AM
01/18/2017 11:06 AM
Hong MobileBA Wang/PennDOT
PHASE
WZLD WILL BE ASSESSED
user guide
YES
NO
Collect Sign-Off
TRAFFIC CONTROL DEVICES
AM DEFICIENCY
PM DEFICIENCY
DATE/TIME CORRECTED
test1
Cancel
Contractor's Signature
Clear
flagger force
Sign
return
.?123


Cancel
Contractor's Signature
Clear
I certify the information provided within this Compliance Checklist to be complete and accurate.
I refuse to sign this form.
Name of Signer
Ok

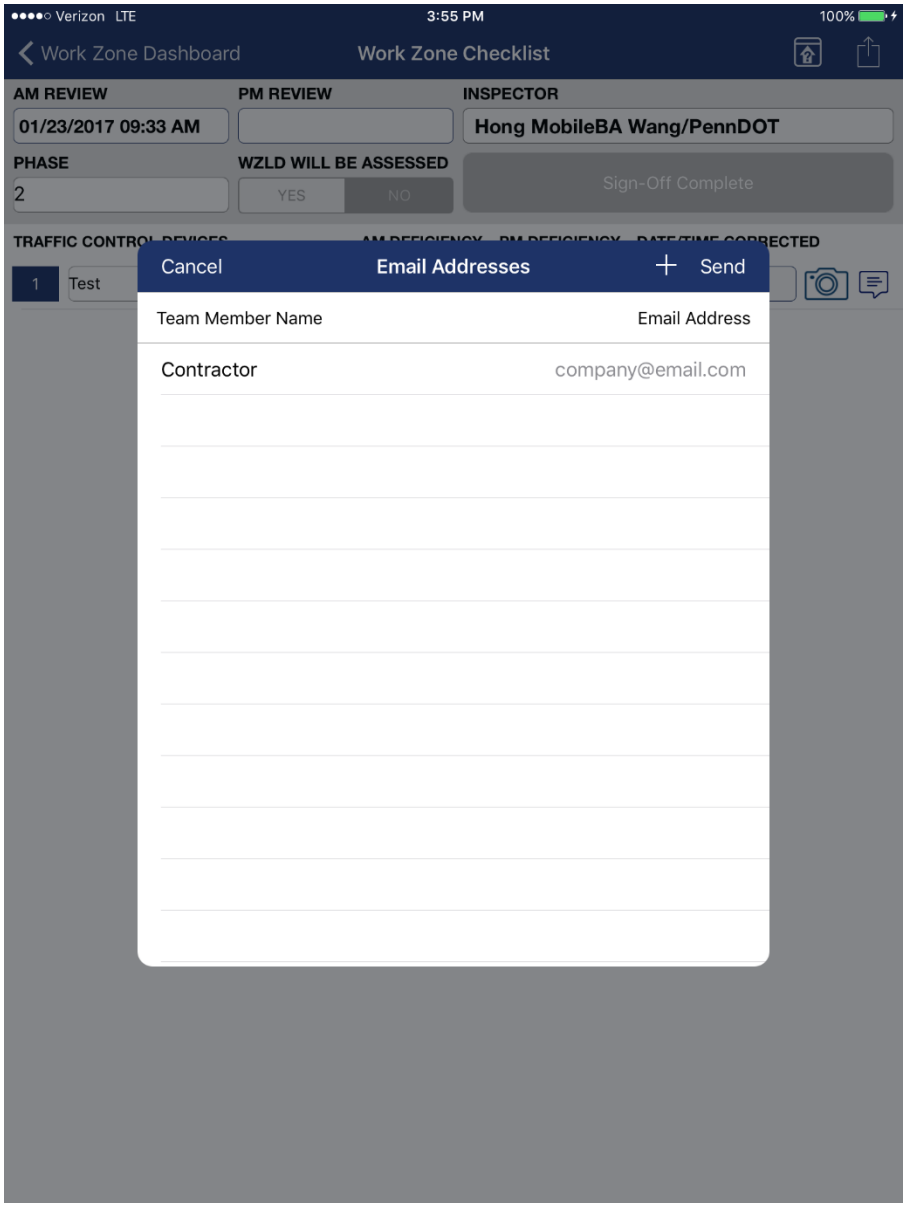


After tapping **Complete** or **OK** button, the user will see the Sign Off Complete screen.



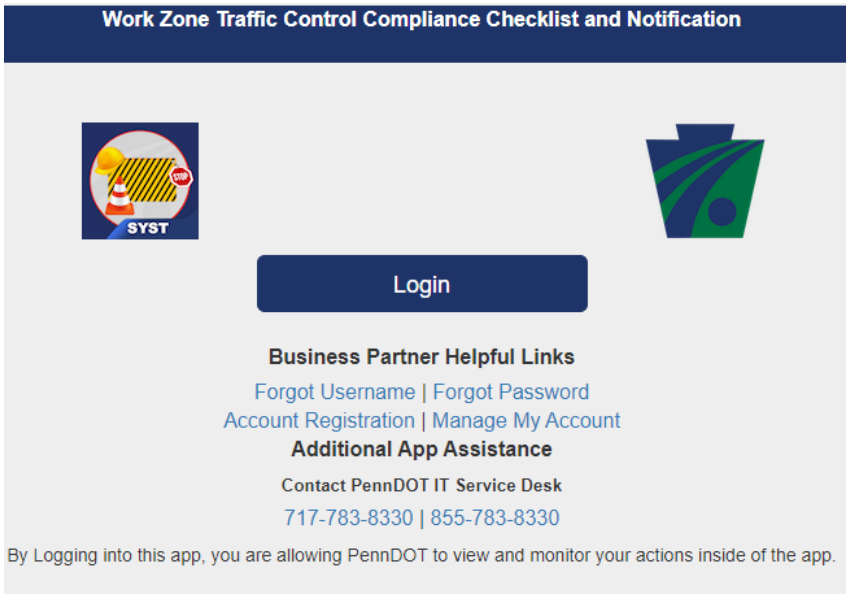
- By tapping Close, the user will go back Work Zone Dashboard, with status of the signed-off Work Zone Checklist record = **Complete**

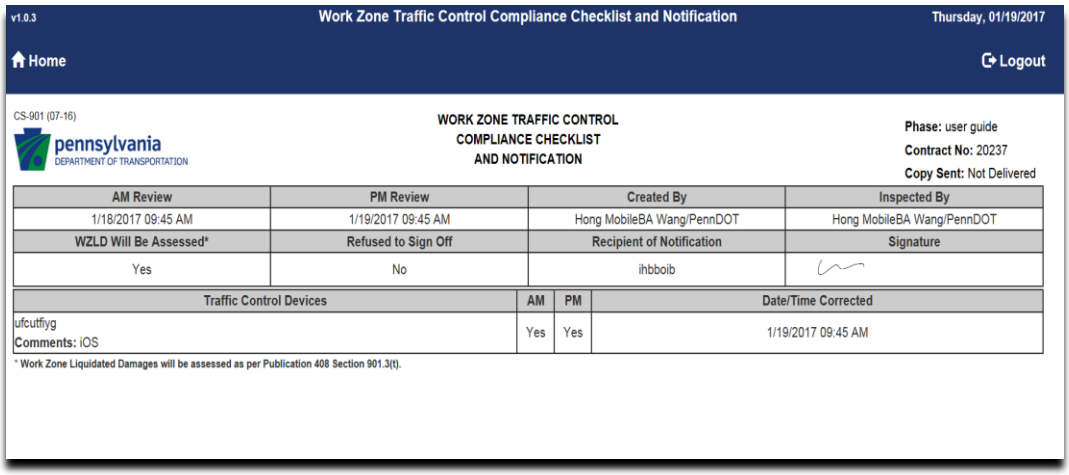
- By tapping Email Report, the user will be directed to an email address pop up, with the list of users saved for this project. Tapping “Send” button will send emails, with the link to MPT website, to all the people listed in the email address list.



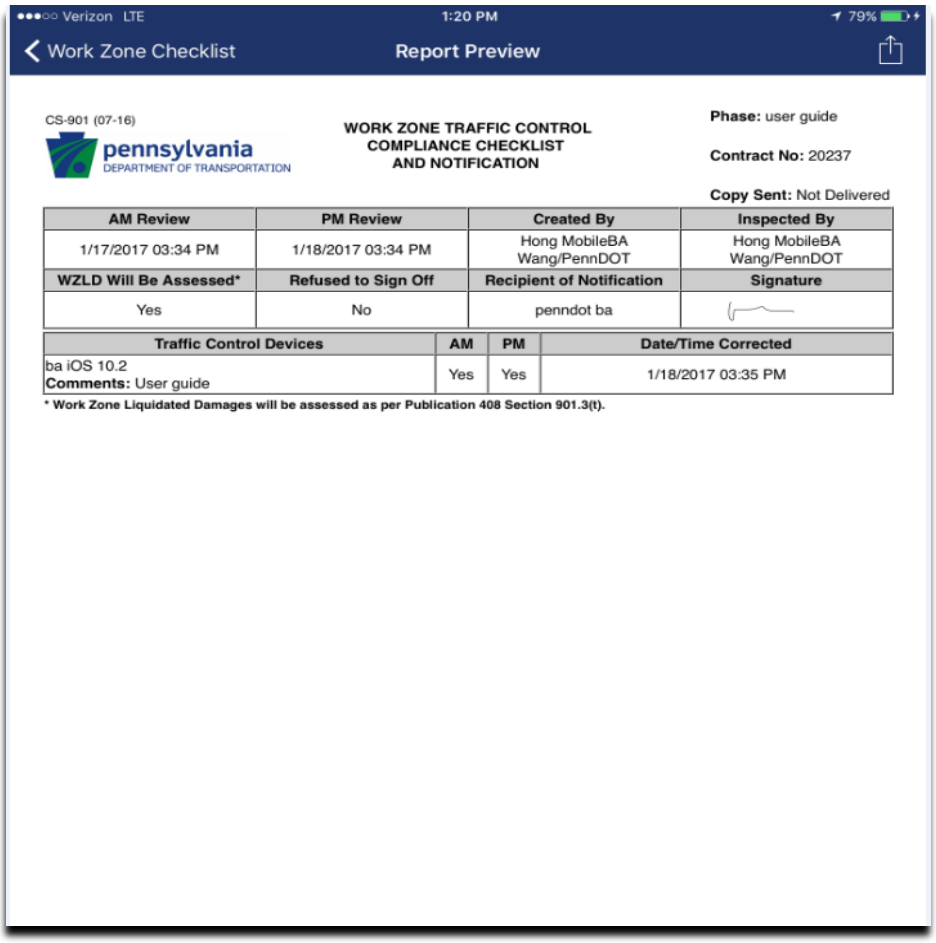
- Tap “+” button to add new recipient
- Swipe left on any existing record to delete it
- Tap “Send” to send the email or
- Tap the ”Cancel” button to cancel the action and close the pop up

- After the email is sent by the PennDOT Inspector and received by the related Contractor, the email recipient will be able to click the link in the email to access the MPT Web Interface log in screen. After entering his/her login ECMS credentials and clicking Login button, the user will see Work Zone Traffic Control Compliance Checklist and Notification Screen





14. SUMMARY

On Work Zone Checklist Screen, by tapping on the top right corner of the screen, the user will see Report Preview Screen within the mobile app.

By tapping on the top right corner of the Report Preview Screen, the user will see the same email screen on page 24. Thus, the user can send the CS-901 to the related contractor(s) for notification, correction, or just record keeping.